

CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS
MINUTES
August 13 1991

Present: Marian Cappiello, Pam Atkinson, Annette Bangle, Lynn Belding, Tony Craig, Stephanie Clark, Frances Wald, Charlotte Holmes, Phil Howard, Kathy Hunter, Teresa Kelley, Lillian Lappie, John McKenzie, Mike McLeod, Fran Massey, Stanlee Miller, Jana Mize, Ben Morton, Judy Pilgrim, Kathey Ricketts, Faye Rister, Dick Simmons, Sandy Smith, Ray Smith, Patsy Sowell, Ruth Taylor, Ray Thompson, Dewey Barefield, Tony Craig, Alan Godfrey, Tammie McCall, Elizabeth Mills, Robbie Nicholson, Mary Joe Williams.

Absent: Ron Herrin, Phil Howard, Teri Alexander, Beth Jarrard, Michael Simmons, Anolyn Watkins.

Introduction from the Chair:

Patsy introduced the guest speaker for the meeting: Mr. Paul Michaud, Associate Vice President for Personnel Management and Development.

Highlights of Paul's speech include:

- *Introduction of the four major Directors in the Personnel area.
- *Wage & Salary office will move to University Square.
- *Consolidation of all functions to University Square.
- *Goals for Personnel area:
 - 1) Open Door Policy
 - 2) Review all policies & procedures
 - 3) Get all levels of staff involved in personnel.
 - 4) Investigation of a new internal promotion policy.
 - 5) Index of personnel staff
 - 6) Review classification system
 - 7) Personnel functions on-line (CUBO).
 - 8) State retirement & benefit review

Questions for Paul Michaud from the floor:

1. Substance abuse on campus-how to detect if someone is having a problem.

There is no program on campus for testing the person. Ray Thompson is working with the State Alcohol and Drug Rehabilitation Center on a training program on campus for people who need substance abuse help. This would mean hiring a full-time person. At present the individual is taken to the appropriate agency where they can receive the required help. This is an area that is being investigated now and will take time to accomplish. Research needs to be done etc..

2. Why when a job description is sent to Columbia with one classification status would it come back with a different classification?

Paul stated that the job description may not have been written up correctly and after examining the job description a change to a different classification was warranted.

3. Is there any move state-wide to change the job description form?

We are mandated to use this form, if a change is wanted we would have to get with other schools to have any changes made. This does not look like it will happen.

4. How far and how much can be checked on when hiring a person or when someone is already an employee on checking out their credit status.

Certain behavior is expected of CU employees, if you feel an employee is questionable, bring it to the attention of the employee's department head so that action can be taken immediately.

Does the employees have a right to say anything?

Yes, you do, you have a right to the department as well as the university so that the matter can be taken care of immediately.

Will any guidelines be written?

No policy is written but matters of this nature will be taken up by the Ethics Task Force - Dick Simmons.

Will this be an issue for the Policy committee?

It can be, but it is part of other committees on campus already

Patsy thanked Paul Michaud for speaking with the Commission..The minutes from the July meeting were approved as written. The agenda was approved.

Committee reports:

Policy: Lynn Belding reported. She handed out a memorandum in regard to EPMS letter to supervisors of Commission member. The committee met on July 16, discussed the agenda and recommendations from last year's committee. Elections will be held at the August 20th meeting for Chairperson. Lynn requested any suggestions or ideas for the committee to work on this year.

Communications: Ben Morton reported. Benefits Fair will be October 29 - 30. The committee needs volunteers to help with the booth. There will be a sign-up sheet at the next meeting. The newsletter will be coming out soon. The committee is working on Scholarship promotion. No brochures will be worked on this year but if you have any ideas for the committee please talk with Ben.

Welfare: Lillian Lappie reported. The committee met on July 18, at which time new elections for officers were handled. Lillian Lappie was elected Chairperson. Next meeting will be on August 20, at 10:00 am.

Scholarship: Sandy Smith reported. This year scholarship was awarded to Elizabeth Ann Runge for the year 1991/92. There is \$7,900.00 in the fund now and we need more donations. It may be possible to handle the Scholarship program similar to the United Way program. Additional donations are needed to provide more scholarships.

University Committees Reports:

Traffic and Parking - Stanlee Miller reported. The committee met on July 25, 1991. A left signal traffic light will be installed on Cherry Road and Perimeter Road in the near future.

Accident Review Board - Kathey Ricketts reported that the Board had not met.

Strategic Planning - Ruth Taylor will be attending in September.

Joint City/Planning - Mike McLeod will be attending in September.

Facilities Planning - Ray Smith reported. The committee met on July 17, 1991. The Handicap Committee is working on getting a beeper system for the handicapped on campus. A handicapped person will be able to call for assistance by way of the beeper. A lift will be installed on one of the shuttle buses to accomodate handicapped persons.

Community Spirit - Lynn Belding reported that the committee has not met

Athletic Council - Mike McLeod reported for Patsy Sowell.

Recreation Advisory - Phil Howard not present to report

President's Cabinet - Patsy Sowell reported that the Cabinet had met and discussed financial issues, but no information is ready to be released.

Election Committee (Ad Hoc) - Kay Long reported. Elections are being held in various areas but are not consistent in all areas. The committee is asking for suggestions on election procedures and will report more in the future.

Budget - Jana Mize reported that the budget was approved as submitted less the 3% as written.

Telecommunications - Kathy Hunter reported that there is no 911 service on campus; however, Telecommunications is looking into this.

New Business:

* Patsy Sowell reported that Scooter Bridges had resigned from the Business & Finance area. His replacement will be Joseph Rogers. Joseph will replace Scooter on the Spirit Committee.

*Patsy asked for a volunteer to serve on the Community Spirit Committee. Pam Atkinson volunteered and was accepted..

*Larry Ellis will be speaking at the September meeting, you will need to have your questions to Patsy by August 25.

Old Business:

*Rosters have been distributed to representatives and alternates. Please let Teri Alexander know if you need a roster or a notebook. Ruth Taylor has passed out a sign-up sheet for anyone who need a name plate. She will give it to Patsy at the end of the meeting.

*Jerry Reel is looking for a volunteer from the Commission who can serve for an extended period for a Centennial committee celebrating the opening of Clemson from 1893-1993. Dewey Barefield volunteered and was accepted..

The meeting was adjourned at 11:40am.

Recorded by Marian Cappiello for Teri Alexander.

NEXT MEETING - SEPTEMBER 10, 1991 - 10:00AM - STUDENT SENATE CHAMBERS. Guest Speaker: Larry Ellis , Dir. of State Employees Assoc.

Ray - Golf tournament
Employee Recog.

Larry Ellis -

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